

MINUTES

MERIT SYSTEM BOARD MEETING

A meeting of the Merit System Board was called to order at 3:30 p.m., Wednesday, February 29, 2012, in Personnel Conference Room #3 at 20 E. Main Street, Suite 130, Mesa.

MEMBERS PRESENT

Joe Cayer
James May
Linee Ferguson

MEMBERS ABSENT

OTHERS PRESENT

Gary Manning – Human Resources
Mary Dellai – Secretary to the Board
Tina Rogers – Human Resources
Talona Felix – Human Resources
Patty King – Human Resources
Alfred Smith – City Attorney's Office
Chuck Odom – CityEdge
Bryan Jeffries - United Mesa Firefighters Association
Ryan Russell - Mesa Police Association
John Locklin – United Mesa Firefighters Association

Mary Dellai as Secretary to the Board called for introductions as Linee Ferguson is a new member of this Board. Each Board member introduced him/herself and their HR background.

The next order of business was to elect a Chair for the Board. James May nominated Joe Cayer. The nomination was seconded by Linee Ferguson. Joe Cayer accepted the nomination.

Mr. Manning spoke about the City governing processes and that the Personnel rules become a City Ordinance and are used across all City departments for consistency. He explained the majority of changes to the personnel rules changes at this time are due to the CityEdge project which is a comprehensive Citywide budgeting, payroll, timekeeping, financial and Human Resources software. The Board Chair asked how with this new system and required changes what the process was to suggest changes for established rules and processes. Mr. Manning and Ms. Felix explained that "As Is" processes were discussed at various department levels and mapped and flow charted. Then the vendor (CGI) was looped in to compare existing processes and functionality with the new system. A gap analysis was done to see where changes needed to be made to system or practice in order to avoid expensive customizations. The Personnel Rules were then looked at. A Steering Team comprised of upper-level management reviewed these items and made decisions.

Bryan Jeffries, United Mesa Firefighters Association President requested to address the Board. Mr. Jeffries and Mr. Locklin spoke to the Board about their concerns with the Overtime rule changes as a result of the Kronos timekeeping system that any paid leave during the 27-day period would not count as overtime and result in less pay for the member. He felt it may be more difficult to staff operations as members may not be willing to work additional shifts for straight time, with possible customer impact. He felt it was a guaranteed pay cut for his members. Additionally, he said his members feel there have been numerous cuts to benefits over the years such as stability pay, health care for retirees (new employees), pension attacks, contributions to the pension systems, and changes to the IIP program. He said he felt his management was not included in the overtime and timekeeping practice discussions.

Ryan Russell, Mesa Police Association President requested to address the Board with the same concerns as noted above expressed by the United Mesa Firefighters Association members. Additionally, Mr. Russell cited other agencies that used Kronos and configured their system similarly to what Mesa's existing processes are and that exceptions were made for sworn members. He felt that one system configuration would not work for all departments and feels that they are

taking another benefit away. He felt that because of the straight time component for this pay that it may be cost prohibitive for his officers to take overtime. He expressed concern about some members being required to punch a time clock. His final comment was that if Mesa is not looking at cost cutting or savings, why is Mesa changing this overtime policy?

The next order of business was to review the proposed Personnel Rules changes.

Mr. Manning and Ms. Felix explained the proposed rules revisions in detail using the Rules Changes Recap and reasons for the various changes.

The Board questioned the following:

Fingerprinting policy for those providing service for a short duration. Mr. Manning said that a web-based background check would be done instead in those circumstances. They answered all questions by the Board to their satisfaction.

Stability Pay: Mr. May asked how many employees would be affected - affects 600-700 employees.

Overtime: Currently paid leave is used toward calculation of overtime. Change would allow the system to be used to its maximum capacity. Ms. Ferguson asked if there would be a customization necessary. A configuration would be necessary to have the system work according to the current rules.

Ms. Ferguson inquired if employees were required to work overtime under the new system. If the employee was on standby they would be required to come to work. Mr. Odom explained that they would also get stand-by and call-out premiums. Mr. Manning said that employees may be compelled to come to work in some situations if necessary.

Mr. May asked about requirement for time clocks. Ms. Felix explained there are several means to do the time recording and that a supervisor can edit the employee time if necessary and that the Timekeeping team would be meeting in the near future with all departments to discuss specifics and exceptions necessary.

Holiday Pay:

Ms. Ferguson inquired about employees on unpaid FMLA if they were eligible for holiday pay. Ms. Felix replied no.

Accrual:

Ms. Felix explained that under the new system that accruals for time would be captured and used in ¼ hour increments to allow for biweekly accrual and an annual grant of holiday time to match accruals from the current system. Ms. Ferguson inquired about the differential for Fire employees. It was explained the differential was due to the 56-hour component Fire employees serve and the 27-day schedule.

Mr. May asked if employees can use accrued time as soon as they accrued it? Ms. King and Ms. Felix replied yes.

Causes for Discipline or Dismissal. The Board felt the language as changed was too broad and suggested changes to add "knowingly and intentionally". The language was changed and agreed to by the Board.

Mr. Cayer asked if the MOU superseded the Rules. Mr. Manning replied yes. If in conflict, the MOU supersedes Rules.

Ms. Ferguson questioned if all employees had their driving records checked. Ms. King replied yes.

Mr. May asked for clarification in the definition of Seniority where "special work" was noted. Mr. Manning suggested that special work referred to sub units of Federal Government such as Coast Guard where an employee is not federalized but would still be considered special work

Mr. May moved that the proposed rules be approved as revised by the Board. Ms. Ferguson seconded the motion. All concurred.

The minutes of the meeting were prepared by the Secretary and approved by the Board. There being no further business, it was moved to adjourn by James May. The Board adjourned at 5:44 p.m.

XC: Christopher J Brady, City Manager (IMMEDIATELY for next Council Agenda)
e-mail to Jill Kotsur - City Manager's Office receives any rule changes, council report, and ordinance for Council Meeting
Linda Crocker, City Clerk
Merit System Board Members
Personnel Staff (ONLY after Council Approval, if any items of importance)
Mayor's Office


Secretary to the Board

2-29-12
Date


Joe Cayer, Board Chair

2-29-2012
Date